



MEMORANDUM

TO: Iowa Department of Human Services
Case Managers
Service Providers

FROM: Carolann Jensen, Chief Administration Officer
Nancy Wallis, HCBS Rent Subsidy Program Manager

RE: Iowa Finance Authority - Application for HCBS Rent Subsidy

DATE: February 3, 2014

This notice is to inform you that beginning at 9:00 a.m. on Monday, February 17, 2014, the Iowa Finance Authority will begin accepting applications for the Home- and Community-Based Services Rent Subsidy Program. This will be the start of an open application window, meaning IFA will take applications continuously. A waiting list will be established, with applications being processed in the order they are received.

Applications will only be accepted by **e-mail sent to HCBSifa@iowa.gov**. Each e-mail must contain an attached application including all documentation for only one person. Applicants not awarded funding shall be placed on a statewide waiting list according to the order in which the completed applications were received by the authority. In the event that more than one application is received on the same day, the person shall be entered on the waiting list on the basis of the day of the month of the person's birthday, with the lowest number being first on the waiting list. Any subsequent tie shall be decided by the month of birth, January being month one and the lowest number.

BECAUSE THERE HAVE BEEN SOME CHANGES IN THE APPLICATION PROCESS, PLEASE USE THE UPDATED APPLICATION FORM AND THE INSTRUCTIONS FOUND AT:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/11>

An application will **NOT** be processed and the applicant will not be added to the waiting list if the submission is missing any of the following:

- Completed and signed application form;
- Current financial verification for applicant's total income;
- Copy of **current lease agreement** (signed by the applicant or guardian) showing **total number of bedrooms in the unit** and the **monthly rent** for the **entire** unit, not just the applicant's share of the rent;
- Letter showing that applicant has applied for other rental assistance (such as HUD Section 8 and any local programs) and that the client is either denied or is on a waiting list, or a letter stating that the application period for other rental assistance is closed;
- Bank account information for direct deposit.

For further information, you may contact Nancy Wallis at 1-800-432-7230/515-725-4942, check our website at <http://www.iowafinanceauthority.gov/Public/Pages/PC81LN27>, or send an e-mail to HCBSifa@iowa.gov.

When funding is available, and an applicant is at the top of the waiting list, you will be notified to confirm that the information you submitted is still correct. If the information is not correct, you will need to submit updated information.